

# TOWN OF EAGAR RESIDENTIAL BUILDING PERMIT APPLICATION

Applications must be accompanied by the following:

- A. **Two Plot Plans** showing accurate lot delineation, location of all existing structures, location of proposed structure. Observe all required setbacks and easements.
- B. **Two sets of plans** and specifications) including footing detail, framing detail, roof detail, truss layout, truss detail and elevations) All pages and copies of plans must have the owner/builder's name and phone number printed on them when submitted. Check with the building official for any other required information. **No additions, alteration, or modification to approved plans without written approval of the building official.**
- C. **Specific location:** Physical address, parcel number (104-xx-xxxx) and/or legal description.
- D. A copy of the **septic permit**, when applicable.
- E. **Proof** of property ownership may be required. If the property was acquired within sixty days prior to application for a building permit a copy of the recorded deed or sales transaction is required.

**Approval** shall normally be given within **14 working days** after application is received. If there is any delay beyond 15 working days, a letter of explanation shall be sent to the applicant. Upon approval one set of plans shall be returned to the applicant. **This set must be kept on the job site.** Conformance to all Eagar codes is mandatory and enforced.

**Inspections are required for all phases of construction per 2018 codes.**

**Required\* inspections are:**

- a) Footings or foundation - before laying any concrete. **Footings or foundations will only be approved when clearly and accurately marked property lines and setbacks are provided.**
- b) Underground plumbing
- c) Concrete slab or under floor - before laying concrete or floor deck.
- d) Shear wall nailing
- e) Rough framing, electrical, plumbing and mechanical.
- f) Gypsum nailing
- g) Final.

**\*(Building official may require additional inspections)**

**Please request all inspections at least 24 hours in advance.** Inspections may be requested by phone or in person from the Eagar Building Department. For inspections call the building department at 333-4128 Ext. 222 between the hours of:  
7:00 AM -- 5:30 PM Monday –Thursday

Please include the following information in all inspection requests:

- a) Permit number
- b) Applicant name
- c) Type of inspection
- d) Job location

**Permits shall expire after 360 days.** Any permit holder may extend the permit beyond 365 days by paying a portion of the original cost of the permit.

**COMPLIANCE WITH THE EAGAR BUILDING AND ZONING CODES IS MANDATORY FOR ALL  
CONSTRUCTION AND DEVELOPMENT IN EAGAR. PLEASE BECOME AWARE OF THE CODES BEFORE  
PROCEEDING WITH ANY PROJECT. FOLLOW NEW UNDERGROUND UTILITIES ORDINANCE ATTACHED.**

# RESIDENTIAL APPLICATION CONTINUED



APPLICANT'S NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 PO BOX/STREET CITY STATE ZIP  
 PHONE # H- \_\_\_\_\_ W- \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 PO BOX/STREET CITY STATE ZIP  
 PHONE # H- \_\_\_\_\_ W- \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 PO BOX/STREET CITY STATE ZIP  
 PHONE #: \_\_\_\_\_ AZ CONTR. LIC. #: \_\_\_\_\_ CLASS \_\_\_\_\_

NO. OF BLDGS: \_\_\_\_\_

## TYPE OF WORK:

<input type="checkbox"/> NEW HOME	<input type="checkbox"/> ROOM ADDITION	<input type="checkbox"/> REMODEL
<input type="checkbox"/> GARAGE	<input type="checkbox"/> CARPORT	<input type="checkbox"/> BARN
<input type="checkbox"/> PORCH	<input type="checkbox"/> DECK	<input type="checkbox"/> SHED
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> ELECTRIC SERVICE PANEL	<input type="checkbox"/> MECHANICAL
<input type="checkbox"/> OTHER _____		

## PROPOSED USE:

☐ DWELLING ☐ STORAGE ☐ OTHER \_\_\_\_\_

## JOB SITE LOCATION: (\*GIVE AT LEAST ONE OF THREE)

\*STREET ADDRESS: \_\_\_\_\_

\*SUBDIVISION, LOT, BLOCK, OR SECTION: \_\_\_\_\_

\*PARCEL ID # (I.E. 104-XX-XXX) \_\_\_\_\_

## CHECK ONE:

SEPTIC \_\_\_\_\_ SEWER \_\_\_\_\_

The Pioneer Irrigation Company Inc. discloses to the permit applicant that an existing irrigation ditch may cross near or on the property identified on this application that could potentially flow down stream or sub-irrigate onto said property. The Pioneer Irrigation Company Inc. recommends that the applicant take into consideration the potential water flow prior to making improvements to the property. The applicant understands that there may be an unrecorded prescriptive easement on their property. Applicant should contact the Pioneer Irrigation Company Inc. to see if these ditches will affect the improvement to the property.


DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

RETURN THIS APPLICATION ALONG WITH REQUIRED DRAWINGS TO THE COMMUNITY DEVELOPMENT DEPARTMENT  
 AN INCOMPLETE APPLICATION MAY DELAY PROCESSING


I am currently a licensed contractor: Name \_\_\_\_\_

License No. ROC \_\_\_\_\_ License Class \_\_\_\_\_

 Signature \_\_\_\_\_ (Title) \_\_\_\_\_

### EXEMPTION FROM LICENSING

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S §32-1121A., namely:

 ☐ A.R.S §32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.

☐ A.R.S §32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.

☐ Other - \_\_\_\_\_  
(Please specify)

I understand that the exemption provided by A.R.S §32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$750 or more

I will be using the following licensed contractors on this project:

 \_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(General Contractor)

 \_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Mechanical Contractor)

 \_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Electrical Contractor)

 \_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Plumbing Contractor)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S §13-2704.



To Whom It May Concern:

Please be aware that any driveway and/or culvert work that will be performed during your construction must not interfere with town right-of-ways. If work needs to take place in a town right-of-way, you must inform the community development department as a permit will need to be obtained for this work and the public works department is aware of what is taking place.

If you have questions please call 928-333-4128 ext. 222

Respectfully,

Britney Reynolds  
Community Development administrative assistant/Assistant inspector

Where Roads Hit the Trails

P.O. Box 1300 • Eagar, AZ 85925-1300 • (928) 333-4128 • 22 West 2nd Street • [www.eagaraz.gov](http://www.eagaraz.gov)

**ORDINANCE NO. 2021-04**

**AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF EAGAR, ARIZONA, AMENDING TITLE 12, *STREETS SIDEWALKS AND PUBLIC PLACES*, OF THE TOWN OF EAGAR CODE BY ADDING ARTICLE IV, *PLACEMENT OF UTILITY LINES UNDERGROUND*, AND ADOPTING THAT DOCUMENT TITLED “ARTICLE IV, *PLACEMENT OF UTILITY LINES UNDERGROUND*, IN TITLE 12, *STREETS SIDEWALKS AND PUBLIC PLACES*, OF THE TOWN OF EAGAR TOWN CODE” BY REFERENCE**

**RECITALS:**

**WHEREAS**, Arizona Revised Statutes Section 9-240(B)(3) grants the Town exclusive control over the streets, alleys, avenues, and sidewalks of the Town and the right to remove all encumbrances and obstructions thereon and to otherwise open, lay out, and improve new streets, avenues, and alleys; and

**WHEREAS**, overhead utility lines pose a health and safety hazard to the citizens of Eagar due to increased obstructions in the rights-of-way, increased traffic safety hazards, increased air safety hazards, increased maintenance and increased harm to animals, birds, and other wildlife.

**WHEREAS**, Placing utility lines underground, will increase the aesthetics and sight lines in the community; and

**WHEREAS**, Arizona Revised Statutes Section 9-802 provides for the adoption of a code or public record by reference; and

**WHEREAS**, Article IV, *Placement of Utility Lines Underground*, of Title 12, *Streets Sidewalks and Public Places*, of the Town of Eagar Town Code helps to alleviate the health and safety hazards mentioned above; and

**WHEREAS**, Resolution No. 2019-5 has heretofore declared and adopted “Article IV, *Placement of Utility Lines Underground*, of Title 12, *Streets Sidewalks and Public Places*, of the Town of Eagar Town Code” to be a public record; and

**WHEREAS**, it is the intent of this ordinance to adopt that public record titled “Article IV, *Placement of Utility Lines Underground*, of Title 12, *Streets Sidewalks & Public Places*, of the Town of Eagar Town Code” by reference as part of the Town of Eagar Town Code.

**ENACTMENTS:**

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Town of Eagar, Apache County, Arizona, as follows:

### **Section 1**

Article IV, *Placement of Utility Lines Underground*, of Title 12, *Streets Sidewalks and Public Places*, of the Town of Eagar Town Code is hereby amended as outlined in Exhibit A and all ordinances and parts of ordinances in conflict with the provisions of this ordinance or any part of the Code adopted herein by reference are hereby repealed.

### **Section 2**

That certain document known as “Article IV, *Placement of Utility Lines Underground*, of Title 12, *Streets Sidewalks and Public Places*, of the Town of Eagar Town Code,” three copies of which are on file in the office of the town clerk of the Town of Eagar, which document was made a public record by Resolution No. 2019-5 of the Town of Eagar, Arizona, is hereby referred to, adopted into the Town Code, and made a part hereof as if fully set forth in this ordinance.

### **Section 3**

Any person found guilty of violating any provision of “Article IV, *Placement of Utility Lines Underground*, of Title 12, *Streets Sidewalks and Public Places*, of the Town of Eagar Town Code,” shall be guilty of a civil violation, except where otherwise specifically provided. Civil violations are punishable as provided in Title 1.16.010 of the Town Code and A.R.S. Section 9-240. Each day that a violation continues shall be a separate offense.

### **Section 4**

If any section, subsection, sentence, clause, phrase, or portion of this ordinance or any part of “Article IV, *Placement of Utility Lines Underground*, of Title 12, *Streets Sidewalks and Public Places*, of the Town of Eagar Town Code” adopted herein by reference is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of April 2021, by the Mayor and Town Council of the Town of Eagar, Arizona.

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Bryce Hamblin, Mayor